

SCHEDULE NO. C- 787SUPERSEDES SCH. NO. N/A

PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES SECTION
RECORDS MANAGEMENT CENTER

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF CORRECTIONS		FISCAL OPERATIONS DIVISION
ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
I.	<u>BUILDING OPERATIONS SECTION RECORDS</u>	
A.	Supply and Equipment Records, which include requisition/turn-in forms, stores request records, intra-departmental requisition forms, monthly status reports, fixed asset records and equipment turn-in records	Retain 2 years, then destroy.
B.	Repair Request Records	Retain 1 year, then destroy.
C.	Repair Request Logbook	Retain until superseded. Retain superseded document 1 year, then destroy.
D.	Safety Records	Retain 3 years, then destroy.
E.	Inmate Property Records, which include intake property forms, property exchange forms, property turn-in forms and claims for lost personal property	" "
F.	Departmental Property Issue Records, which include property issue forms and charges for lost/destroyed county property	" "

<u>Mary E. Crumbacker</u>	PLANNING & RESEARCH SECTION CHIEF	<u>2/10/97</u>
SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
<u>Karen Okeil</u>	COUNTY RECORDS MANAGER	<u>2/21/97</u>
SIGNATURE	TITLE	DATE

SCHEDULE AUTHORIZED BY MARYLAND STATE ARCHIVES

<u>Edward C. Papenfuss</u>	STATE ARCHIVIST	<u>APR 09 1997</u>
SIGNATURE	TITLE	DATE

**PRINCE GEORGE'S COUNTY
RECORDS MANAGEMENT CENTER
RECORDS RETENTION AND DISPOSAL SCHEDULE**
(CONTINUATION SHEET)

DEPARTMENT OF CORRECTIONS		FISCAL OPERATIONS DIVISION
ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
G.	Property Log Book	Retain for current audit cycle, then destroy.
H.	Laundry Log Book	" "
II.	<u>BUDGET AND PROCUREMENT RECORDS</u>	
A.	Financial Documents and Information, consisting of but not limited to intra-departmental requisitions, purchase orders/invoices/delivery tickets, field purchase orders/invoices/delivery tickets, payment requests/invoices/ receiving reports, agency collection/transmittal reports, expense reimbursement records, appropriation adjustment requests, telephone & utility bills, travel requests & related information	Retain 3 years, then destroy.
B.	Monthly Reports and Associated Financial Information, including but not limited to monthly minority business enterprise reports, copy center bills, charge/credit statements, procurement activity reports, fleet command billing reports and fuel usage statements	" "
C.	Departmental Contracts and Related Information	Retain 5 years, then destroy.
D.	Budget Worksheets and Related Information	" "
E.	Grant Documents and Related Information	Retain 5 years following completion of grant, then destroy.
III.	<u>INMATE FINANCE OFFICE RECORDS</u>	
A.	Inmate Financial Files, including intake/valuables form, authorization to release funds forms, property exchange forms, & lost property claims	Retain for duration of inmate's incarceration, then retain in ATW (released inmate) file for 1 year, then destroy.
B.	Financial Files for Vendors, including barber lists, commissary rosters, commissary slips, commissary refunds	Retain 6 months after payment period has been reconciled in active file, then retain for 6 months in inactive file, then destroy.
C.	Payment Request Forms (for barber payment, commissary payment, inmates released without their money, replenishment of cash drawer	Retain in active file for current fiscal ent fiscal year, then retain in inactive file 2 years, then destroy.

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DEPARTMENT OF CORRECTIONS**FISCAL OPERATIONS DIVISION**

ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
D.	Bank Deposit Information, including daily settlement sheets, reconciliation for daily deposits, bank deposit slips, agency/activity collection/transmittal reports	Retain in active file for current fiscal year, then retain in inactive file 2 years, then destroy.
E.	Log books used to record cash transactions, bank activity for the inmate holding account, and returns of property and money orders to the sender	Retain for current fiscal year, retain 2 years in inactive file, then destroy.
IV.	<u>MEDICAL RECORDS</u>	
A.	Medical Contractor's Policies and Procedures	Retain current, then retain 10 years, then destroy.
B.	Inmate Medical Records	Retain 2 years after inmate's re-release, then move to County Records Center, retain there 2 years, then destroy.
C.	Logbooks used to record compliance with standards of accrediting/certifying agencies	Retain current, then retain through all applicable audit cycles, then destroy.